



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF HUMAN RESOURCES**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 54**

**EFFECTIVE DATE:** October 10, 2002; Revised 9/9/03

**SUBJECT:** Flexible Maximum Hire Rate For Attorney-Deputy General Counsel 2, Position # 50332177

**AUTHORIZATION:** Whitman J. Kling, Jr., Deputy Undersecretary

**I. POLICY:**

In accordance with authority granted by the Department of State Civil Service effective October 10, 2002, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for Position # 50332177 in the following job title:

- Attorney-Deputy General Counsel 2

**II. PURPOSE:**

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy shall be applicable to position # 50332177 in the Office of Risk Management of the DOA.

**IV. PROCEDURE:**

As of September 9, 2003, an individual hired in this position in the Attorney – Deputy General Counsel 2 job title, will be hired at the established Special Entrance Rate, which is attached.

A Personnel Action Request (PAR) requesting an appointment to this position in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

## **ADDENDUM**

Effective October 10, 2002, the Department of State Civil Service approved a Flexible Maximum Hire Rate for Position # 50332177 in the Attorney-Deputy General Counsel 2 job title in the Office of Risk Management within the Division of Administration.

The following chart reflects:

1. The job code, title, position number and pay level of the job and position affected,
2. The September 9, 2003 biweekly minimum of the pay grade of the job affected, and
3. The actual hire rate that will be utilized by the DOA when filling this position from September 9, 2003 forward.

<b>Job Code</b>	<b>Title</b>	<b>Position #</b>	<b>Pay Level</b>	<b>Biweekly Minimum 9/9/03</b>	<b>Biweekly Hire Rate 9/9/03</b>
160630	Attorney- Deputy General Counsel 2	50332177	AS-623	\$1,885.60	\$,2992.00